

**OBSERVATION REPORT NO. 18**

Project:	<b>Woburn Fire Headquarters</b>	
Date:	29 September 2021	
Location:	Job Site	
Attendees:	Woburn Fire Department (WFD)	Donald Kenton, Chief (Signal, Job Mtg.) George Poole, Deputy (Signal, Job Mtg.) Jon Sifakas (Signal) Andrew Simonds (Signal)
	Building Commissioner	Tom Quinn (Signal, Steel)
	City Engineer	Jay Corey (Signal)
	Municipal Building Consultants (MBC)	Pat Saitta (All) Dick Murphy (All)
	VHB	Paul Nauyokas (Signal)
	Dagle Electric (DE)	Scott Niss (Signal)
	D&R Paving (D&R)	Steve Johnson (Signal)
	UTS	Kevin Van Hecke (Steel)
	FBRA	Steve Belanger (Steel) Rachel Blandford (Steel)
	Remington Steel	Wayne McPherson (Steel)
	Sky	Danny Savoie (Steel)
	DiNisco Design (DD)	Rick Rice (All) Anne Woodacre (All)
	G&R Construction (G&R)	Ian McCallion (All) Dave Bacchiocchi (All) Brad Donovan (All)

**Action      Date**

**A. SAFETY AND SECURITY**

A16.

**B. OWNER ISSUES**

---      05/14/21    B02.    Work under separate contracts will consist of:

DiNisco      05/14/21      B02.1      FF&E including Communications and Technology.



DiNisco Langone	09/22/21	B02.1.02	Communications Procurement: DiNisco reported that Langone Assoc. is preparing an RFP for the fire radio system, Zetron system, and Dispatch console furniture, with a draft expected to be ready for the Owner's review on or about 10/01/21.
Woburn	05/14/21	B02.4	City will mill and pave Main Street after utility work is done.
City	06/30/21 09/22/21	B07.1	Topping Off Ceremony: The City has decided to have a topping off ceremony. G&R noted the steel would be "topped off" late fall (November), and a beam could be provided for signing. [09/22/21: This will be discussed once steel erection schedule has been established.]
---	06/30/21 09/29/21	B09.	Traffic Signal Coordination: Following the meeting, WFD, G&R, MBC and DiNisco met with Jay Corey / City Engineer and Scott Niss / Dagle Electric (DE) at the job site to discuss coordinating the traffic signal work with the ongoing construction of the HQ. The following was noted. [09/29/21: See Item B09.5.]
DiNisco City Eng. WFD DE D&R G&R VHB	09/15/21 09/22/21 09/29/21	B09.5	Traffic Signal Coordination Meeting: It was noted that the WFD alarm inspector had visited the site asking about the traffic signal system. DiNisco will set up a meeting with WFD, the City Engineer, the City's traffic consultant (VHB) and traffic signal contractor (DE), and G&R for a coordination session.] [09/22/21: It was discussed and agreed that a coordination meeting will take place at the job site at noon Wednesday, 9/29. DiNisco will contact Jay Corey to have D&R, DE and VHB on hand.] [09/29/21: The City Engineer, VHB, WFD, D&R, DE, G&R, MBC and DiNisco met to review the upcoming signal work. The following was discussed:]
---	09/29/21	B09.5.01	Traffic Signal Control Stations: DiNisco advised WFD that there are three push button stations controlling the traffic signals: one in the watch room and one each on the north pier between the main apparatus overhead doors and on the pier between the auxiliary bay doors. VHB added that remote control fobs will be provided for each emergency vehicle.
DE G&R BE	09/29/21	B09.5.02	Traffic Signal Controls: G&R / Brothers is responsible for conduit pathways and installing backboxes for the signal controls, and DE will install the cabling and the controls.

---	09/29/21	B09.5.03	Signal Operation: VHB explained the operation of the push buttons and fobs. [Postscript: VHB later clarified by email that the three push button controls and the fobs only operate the traffic signal - they do not control the doors.] VHB noted signal timing is adjustable.
WFD DiNisco	09/29/21	B09.5.04	Overhead Door Operation: WFD and DiNisco to review control of overhead doors, with WFD giving thought to how operation is desired now and in the future. WFD noted not all doors should open at once because different equipment responds to various calls. WFD noted dispatch will be manned 24/7 and they will be tasked with closing doors.
DE D&R	09/29/21	B09.5.05	Traffic Signal Schedule: - Dagle will schedule borings for masts the next two weeks. - G&R has scheduled the sidewalk to be completed by 04 July 2022; this requires the new signals to be in place and the existing signals removed. - D&R / DE will start signal work in April/May. DE advised that their work installing the conduit across the apron will take a couple days. - Lead time for signal mast and arms is six months and new signal must be operational before old signal can be removed.
City Eng. Verizon D&R	09/01/21 09/08/21 09/29/21	B10.1.01	Municipal Fire Alarm Infrastructure: MBC reported that the routing of the conduits around Station Three has been clarified. However, it has been determined that Dagle cannot install the conduits because a Verizon approved contractor must do the work. Jay Corey will identify a Verizon approved contractor to price and perform the conduit work. [09/08/21: Chief noted that he has been told by Jay Corey that Verizon will install the conduits with one of their approved contractors.] [09/29/21: Jay Corey noted D&R will coordinate with Verizon on installing the conduits around Station 3.]
DiNisco DPW Verizon Brothers	09/29/21	B10.1.02	Municipal Fire Alarm Conduits: Per LW Bills, two addition 4-inch conduits will be run between the existing Verizon manhole with the sidewalk into the building. Jay Corey recommended DiNisco contact DPW to coordinate Brothers' Verizon manhole work.
---	06/30/21	B10.2	Traffic Cabinet: The new traffic cabinet's size and location need to be pinned down, given that the old station three may be sold off by the City. Jay Corey will assist in determining a location for the cabinet once a size can be determined.

G&R LW Bills Dagle	07/31/21	B10.4	Municipal Alarm Cabling and Equipment: Chief Kenton noted that the City is issuing a contract for the cabling dispatch equipment to LW Bills. It was discussed that a coordinating meeting be scheduled soon with G&R, Bills and Dagle so that the needed back boxes can be installed.
DiNisco Langone City Eng. Verizon DE LW Bills G&R	09/15/21 09/22/21 09/29/21	B10.5	Municipal Alarm Coordination Meeting: DiNisco will set up a coordination meeting to review the status of the off-site and on-site fire alarm communications work. [09/22/21: It was agreed that the municipal alarm coordination meeting will be schedule once the City Engineer confirms a Verizon contractor has been assigned to do the work.] [09/29/21: MBC suggested this meeting be scheduled soon.]
---	08/18/21	B12.	Tower Coordination Meeting: Industrial Communications met with Langone Associates, DiNisco, MBC and G&R to review the schedule of the tower work.
G&R	08/18/21 08/25/21 09/01/21 09/08/21	B12.3	Tower Foundation: G&R expects to begin construction on the tower foundation in a few weeks, and will need Industrial to furnish the tower anchor bolts. [08/25/21: G&R reported Industrial furnished the tower anchor bolts and templates.] [09/01/21: G&R to advise when the tower foundation work is scheduled so that Industrial may install the grounding and the EOR has the opportunity to inspect the foundation reinforcing.] [09/08/21: G&R noted that the stockpiled boulders must first be removed and, because of that, foundation work will be a few weeks away.]
G&R Industrial LW Bills	08/18/21 09/29/21	B12.4	Tower Erection: G&R stated that the tower erection should begin on or about 03/01/22. Industrial advised that they will need a week to mobilize, with the tower erected in one day, and another week to wire it. [09/29/21: G&R noted that the current baseline schedule does not show the tower; it will be added to the update.]
---	08/18/21	B12.5	Tower Storage (Postscript): It was agreed that the City will pay Industrial \$350 /mo. for storage of the tower, commencing 10/26/21 to 03/01/22.

B15.

**C. PERMITS & INSPECTIONS**

---	09/22/21 09/29/21	C14.	Plumbing Trap Primers: G&R will be issuing as an RFI a question posed by the plumbing inspector relative to trap primers on the job. [09/29/21: Item closed.] Record Item.
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C15.

**D. CONSTRUCTION SCHEDULE**

G&R	05/26/21 06/30/21 07/14/21 08/25/21 09/01/21 09/08/21 09/22/21 09/29/21	D04.1	<p>Baseline Schedule: MBC requested that G&amp;R prepare a baseline schedule for the specified 14-month project duration assuming timely delivery of joists. The purpose of the baseline is to enable MBC to compare it with the actual schedule based on delayed joist lead times.</p> <p>[06/09/21-Postscript: G&amp;R distributed their baseline schedule (copy attached). G&amp;R will formally submit a time extension request with back up as a Proposed Change Order (contract time revision).] [06/16/21: MBC asked that G&amp;R assemble the time extension request at their earliest convenience so that it may be reviewed and the matter finalized.] [06/30/21: Rather than rush this submittal, MBC urged that G&amp;R refer to the specification requirements for preparing the project schedule.] [07/14/21: G&amp;R reported that the CPM has been drafted, and durations must be reviewed with the subs. MBC noted that it is more important for this schedule to be as accurate as possible than it is to make the 90 day submission deadline.] [08/25/21: G&amp;R reported that they are still working on the baseline schedule, noting steel is first expected on site in October.] [09/01/21: G&amp;R reported that they are nearly complete with the baseline schedule, and that they are in the process of vetting durations with subcontractors.] [09/08/21: G&amp;R noted the draft will be distributed on 09/08 to DiNisco and MBC for review and comment. G&amp;R explained that the draft only tracks the HQ building, which is the critical path, and that the support building will be finished concurrently. G&amp;R noted that the draft currently projects a substantial completion date for the last week of September.] [09/22/21: G&amp;R reported that the baseline schedule will be formalized this week.] [09/29/21: G&amp;R distributed the baseline schedule on 09/28. It was agreed that G&amp;R, MBC and DiNisco will meet at 2:00 PM Thursday, 10/07/21 to review the schedule, which G&amp;R notes shows substantial completion 09/30/22. MBC requested that G&amp;R send the flow chart before the meeting.]</p>
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--- 09/29/21 D19. Look Ahead: G&R reviewed the three week schedule (attached), noting water line work in the street is expected to start Monday. Record Item.

D20.

**E. SUBMITTAL SCHEDULE**

FBRA	08/11/21	E07.	Steel Shop Drawings: G&R advised that steel shop drawings will
G&R	08/19/21		begin to be submitted by sequence starting 08/12/21. [08/19/21-
Sky	09/01/21		Postscript: Steel shop drawings were submitted beginning 08/19.]
	09/08/21		[09/01/21: G&R noted that they intend to schedule a telemeeting
	09/22/21		with FBRA and Sky after the first round of shop drawings have been
	09/29/21		reviewed and returned.] [09/08/21: Noting that some steel
			submittals have been returned "Revise and Resubmit", MBC asked
			if G&R is concerned about the submittal review's effect on steel
			delivery. G&R replied, no, steel is still expected on site beginning in
			October. G&R also noted that given the comments made on the
			submittals so far, a pre-fabrication meeting with Sky and FBRA will
			not be required.] [09/22/21: DiNisco will return the last of the first
			round of shop drawing submittals (the support building) by 09/23.
			G&R noted the revised and resubmit round of resubmittals has
			begun.] [09/29/21: FBRA has returned all steel submittals. Sky to
			submit those items returned "Revise and Resubmit".]
Sky	09/29/21	E07.2	Steel Joist Shop Drawings; Sky will revise and resubmit
FBRA			for FBRA review per response to RFI 038B. It was
			discussed and agreed that if necessary, additional
			framing will be WF and not joists.

E08.

**F. SUBMITTALS**

G&R	05/14/21	F08.	Weather Protection / Temporary Heating Plan to be submitted within
	09/29/21		30 days of NTP. [09/29/21: MBC noted it is important that G&R
			submit their plan soon. G&R noted temporary heat will first be
			needed for interior CMU work.]
G&R	05/14/21	F10.	Construction Indoor IAQ Plan to be submitted within 21 days of
			NTP.
---	09/29/21	F29.	Submittal Log: G&R distributed the log with priority items
			highlighted (attached).

F30.

**G. COORDINATION DRAWINGS**

G&R 06/16/21 G06. Coordination Drawings: G&R reported coordination drawings  
 MEP Subs 06/23/21 process has begun. [06/23/21: G&R reported underground  
 08/11/21 coordination is underway, and noted MEP coordination will begin  
 09/01/21 when steel fabricator has completed their model.] [08/11/21: G&R  
 09/15/21 reported that the MEP subcontractors are using the same  
 09/22/21 consultant to prepare the coordination drawings, and that  
 09/29/21 coordination process has begun. G&R stated the coordination  
 drawings will be submitted for review after the steel fabricator  
 completes the structural model and it is incorporated in to the MEP  
 model.] [09/01/21: G&R reported coordination drawings are in  
 process using Sky's preliminary structural model.] [09/15/21: G&R  
 noted the first trade's drawings, HVAC, will be completed Friday.]  
 [09/22/21: G&R reported plumbing information is now being added  
 to the HVAC coordination drawings, with next week the fire  
 protection to be added.] [09/19/21: G&R reported that fire  
 protection is now being added, then electrical. G&R noted no  
 significant conflicts have been identified thus far.]

G07.

**H. PAYROLL REPORTS**

H07.

**I. REQUISITIONS**

--- 08/18/21 I12. August Pencil Requisition: G&R will submit August pencil req for  
 08/25/21 review week of 08/23. [08/25/21: G&R will submit pencil req after  
 08/27/21 MBC and DiNisco return comments on SOV's submitted this week.]  
 09/01/21 [08/27/21-Postscript: DiNisco returned SOV's with comments.]  
 09/08/21 [09/01/21: G&R has forwarded the pencil req for DiNisco and MBC  
 09/22/21 review. DiNisco will return comments by EOD Tuesday, 09/08. It  
 09/29/21 was discussed that G&R will show CCD's mistakenly paid by the  
 City as "previously paid" to account for the amount to be credited  
 toward the August requisition.] [09/08/21: G&R has incorporated  
 MBC and DiNisco review comments into the final req. At G&R's  
 request, DiNisco has prepared Change Order #3 for those CCD's  
 paid by the City, which are shown to be "previously paid" in the req.  
 DiNisco will review this procedure with the Auditor prior to  
 submitting the final requisition for payment.] [09/22/21: MBC noted  
 the City is processing payment.] [09/29/21: G&R has received  
 payment.] Record Item.

Woburn 09/22/21 I13. September Pencil Requisition: G&R will submit the September  
 09/29/21 pencil req for review by the beginning of next week. [09/29/21: The  
 10/05/21 pencil requisition was submitted for MBC and DiNisco review on  
 09/28/21.] [10/05/21-Postscript: MBC and DiNisco comments  
 forwarded to G&R on 10/05. Final req will be signed 10/06 and sent  
 to City for processing and payment.]

I14.

#### **J. CHANGE ORDERS**

--- 09/29/21 J07. CR Log: G&R reviewed the change order log (attached). Record Item.

J08.

#### **K. CONSTRUCTION CHANGE DIRECTIVES (CCD)**

K07.

#### **L. FIELD ORDERS**

L06.

#### **M. PROPOSAL REQUESTS**

G&R 07/26/21 M04. Proposal Request #002 (Postscript): DiNisco issued PR #002 for  
Brothers 08/19/21 additional fire alarm conduits to G&R on 07/26. [08/19/21-  
09/08/21 Postscript: CR #07 submitted for review on 08/19.] [09/08/21: CR  
09/15/21 #07 returned for revision.] [09/15/21: G&R noted revised CR to be  
submitted in a couple days.]

--- 09/22/21 M06. Plumbing Proposal Request: PR #04 (oil interception venting) and  
PR #06 (trench drain ventilation) have been issued based on the  
plumbing inspector's comments. MBC requested that DiNisco be  
prepared to explain reasons for revisions when change order is  
issued.

M07.

#### **O. REQUEST FOR INFORMATION**

--- 09/29/21 O20. RFI Log: The RFI log was distributed (attached). The only RFI listed  
was answered after the log was printed. Record Item.

O21.

#### **P. DEMOLITION**

P01.

#### **Q. SITE WORK**

G&R 05/14/21 Q07. G&R will coordinate the road work with the DPW (DOT). [08/04/21:  
08/04/21 Noting work will begin soon, Tom Quinn requested that G&R secure  
road plates to avoid neighbor noise complaints. MBC also  
recommended that G&R contact WPD to schedule details. G&R  
noted they are in receipt of and will follow the DOT requirements for  
the road work.]



G&R	05/14/21 08/04/21 09/01/21 09/08/21 09/22/21	Q08.	Foundation As-Built Survey: Tom Quinn informed G&R that they are to submit an as-built survey locating the buildings and tower foundation upon completion of the foundation work. [08/04/21: Tom Quinn advised that G&R is to submit the foundation as-built before vertical construction begins, noting that the tower foundation as-built may be shown on the site as-built drawing.] [09/01/21: G&R reported their surveyor will be on site next week to do the field work for the as-built.] [09/08/21: G&R reported the survey is in process.] [09/22/21: G&R reported field work is done, and will check on the status of the survey drawing.]
G&R DiNisco BSI	06/16/21	Q10.1	Site Improvement / Landscaping Meeting: A separate meeting will be scheduled with Brown Sardina to review site improvements and landscape pre-construction items.
G&R NGrid	09/15/21 09/22/21	Q16.	Gas Service: MBC reported that NGrid has been contacting DPW advising that they are ready to bring new service on to the site. G&R will coordinate. [09/22/21: G&R is in contact with National Grid to schedule the work in the street following the water service work next week.]
G&R	09/29/21	Q17.	Street Trench Backfill: DiNisco reported that DPW has clarified that for utilities in the City (not DOT) R.O.W., trenches shall be backfilled with dense grade gravel and that G&R shall submit the approved off site material to DPW.
---	09/29/21 10/05/21	Q17.1	DOT Trench Backfill: DiNisco and Horsley Witten are confirming extent of flowable fill required by DOT. [10/05/21-Postscript: HW confirmed flowable fill is not a DOT requirement; via email, DiNisco advised G&R that trenches in DOT R.O.W. shall be backfilled per construction documents.] Record Item.

Q18.

**R. ARCHITECTURAL**

---	07/28/21 08/11/21	R02.	Pre-Construction Conference Schedule: MBC asked G&R to provide a schedule of upcoming pre-construction conferences. G&R will do so, noting the next will be for slabs / flooring. [08/11/21: G&R several days ago sent an email outlining next conferences. G&R noted the pre-steel conference will likely be next one scheduled.]
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G&R	08/04/21 09/22/21	R02.1	Envelope Meeting: MBC recommended scheduling the envelope coordination meeting soon. It was discussed that for the meeting to be effective, envelope submissions should first be submitted and approved. G&R will initiate the process by reaching out to the envelope subcontractors to expedite complete submissions. [09/22/21: It was discussed and agreed the roofer should attend the envelope meeting to coordinate roof / wall A&VB tie-ins.]
G&R Subs	07/28/21 09/01/21	R03.	Mock-up Wall Panel: It was discussed and agreed that the mock-up panels will be constructed at the northwest corner of the site, finish side facing the street. DiNisco stated that other than perhaps mortar color selection, the panel is intended for construction quality control, not color selection. For example, metal panels and windows installed in the mock-up need not be the specified colors. [09/01/21: G&R noted the mason will install the CMU back up for the sample panel next week.]
G&R	09/15/21 09/22/21	R03.2	Mock-Up Review: DiNisco reviewed and approved the GWB / metal stud and CMU back up construction on the sample panel. The A&VB will next be applied. [09/22/21: THE A&VB will be installed Thursday and Friday. DiNisco confirmed that the required manufacturer's rep will suffice for the required manufacturer's inspection.]
G&R Subs FBRA DiNisco UTS	09/01/21 09/08/21 09/15/21 09/20/21	R04.	Pre-Slab Meeting: G&R noted that they will schedule the pre-slab meeting in a couple of weeks. [09/08/21: G&R will schedule the pre-slab meeting for 09/22/21. DiNisco advised all floor finish subcontractors shall attend as well.] [09/15/21: G&R noted this may be postponed pending their submission of their SOG proposal (see Item S06).] [09/20/21-Postscript: G&R advised via email that pre-slab meeting will be rescheduled and that G&R will propose a new date.]
---	09/22/21	R05.	Window Testing: DiNisco confirmed that windows will be tested in place, beginning with the windows in the sample panels, with the testing performed by the owner's testing agents (UTS). DiNisco noted that there is no independent BECxA responsible for the envelope, and DiNisco will be reviewing envelope construction.

R06.

**S. STRUCTURAL**

G&R 09/15/21 S06. SOG Proposal: G&R has informally proposed installing the slab on grade in advance of the steel. In response, DiNisco provided G&R with FBRA's comments should this sequence be followed. G&R will submit formally that they intend to proceed in this manner, and will address the comments made by the design team, including the proposed construction joint locations. [09/22/21: G&R stated slabs will be placed after steel is erected, but before it is detailed. The slab meeting will be scheduled once G&R has an epoxy flooring sub on board.]

--- 09/29/21 S07. Steel Pre-installation Meeting: Sky Structures (remotely), G&R, Remington Steel, UTS, FBRA, DiNisco and MBC met to discuss the upcoming steel erection. G&R's minutes are attached. Record Item.

S08.

**T. FIRE PROTECTION**

T04.

**U. PLUMBING**

U03.

**V. HVAC**

V01.

**W. ELECTRICAL**

Brothers 09/22/21 W01.1 Temporary Power: It was reported that Eversource was on site today to set the pole, and decided that the pole set by Brothers was acceptable. The transformer is expected to be set 09/23 by Eversource, then Brothers will construct the panel, and Eversource then install the meter. G&R expects temporary power to be online within two weeks time. [09/29/21: G&R noted electrical inspection is needed before energizing service.]  
Eversource 09/29/21

G&R 09/22/21 W01.2 Temporary Power / Eversource Payment: G&R reported that with the acceptance of Brothers' pole, Eversource will return to Brothers their payment, rendering Brothers' work under protest void. G&R will revise CR 14 accordingly.

W03.

**X. HAZARDOUS MATERIALS**

X01.

**Y. MISCELLANEOUS**

Y13.

**ZA. COMMISSIONING**

ZA03.

**ZB. CONSTRUCTION CLOSEOUT**

--- 09/01/21 ZB10. As-Built Drawings: MBC urged G&R to keep up with the as-built  
09/29/21 drawings, especially underslab and site utility work being concealed.  
MBC and consultants will review monthly. [09/29/21: G&R reported  
that below slab installations are following the underslab coordination  
drawings.]

ZB11.

**ZZ. CONSTRUCTION PROGRESS**

--- 09/29/21 ZZ17. Construction Progress: The Architect walked the site and observed  
the following. Record Item.  
- Infiltration System 1 complete, drainage work east of the infiltration  
system ongoing.  
- Underslab utility work ongoing in HQ.  
- A&VB applied to mock-up panels.

ZZ18.

The next Job Meeting will be held **Wednesday, October 6, 2021 at 1:00 PM at the Job Site.**

The discussions of this meeting are recorded as understood by the writer, who should be notified of any omissions or corrections. Unless the writer is notified to the contrary, these notes are presumed to be correct

  
Richard N. Rice  
DiNISCO DESIGN

RNR/meh

cc: Mayor Scott Galvin  
Tom Quinn, Building Commissioner  
Brian Gingras, Paul D'Amore, Building Inspectors  
Jay Corey, City Engineer  
Jay Duran, DPW Superintendent  
Donald Kenton, WFD  
George Poole, WFD  
Pat Saitta  
Dick Murphy  
Janet Bernardo  
Mary Hall  
Heather Audet  
Bill Brown  
Joe Strayer  
Jon Buhl  
Steven Belanger  
Rachel Blandford  
John Sousa  
Frank Stramaglia  
Semoon Oh  
Jared Humphreys  
Kevin Murphy  
Eric Ganz  
Scott Goodrich  
Chick Langone  
Bob Mitchell  
Ken Gale  
James Alexander  
Anne Woodacre  
Bob Morel  
Ian McCallion  
Dan Aylward  
David Bacchiocchi

Enclosures: G&R 3-week Look Ahead dated 09/29/21  
G&R Submittal Log dated 09/29/21  
G&R COR Log dated 09/29/21  
G&R RFI Log dated 09/29/21  
G&R Steel Pre-Installation Meeting Minutes

**Woburn Fire Headquarters**3 Week Look Ahead Schedule - Period thru **October 15th, 2021**

Prepared by: Dave Bacchiocchi

**Date Issued:** September 29th 2021

[illegible]



Report By: Bradford Donovan

Report Type: Open Items

Date: 9/29/2021

Project: Woburn Fire Headquarters

Total Items: 31

Log: Submittal

Days Open Calculated by: Calendar Days since date Initially Created

Section	Item#	Description	Supplier or Manufacturer	Date from Subcontractor	Date from GC	Review by Consultant	Review by Architect	Return to Subcontractor	Action	B-I-C	Days Open
040001 Masonry	040001-023-0	Masonry Accessories Samples	Commercial Masonry		08/18/2021					Consultant, Arch	42
051200 Structural Steel Framing	051200-002-1	Structural Steel Shop Drawings - Division 1	Sky Structures		09/28/2021					Consultant, Arch	1
080002 Glass & Glazing	080002-001-0	Glazing Schedule	A&GC	09/01/2021	09/01/2021					Consultant, Arch	28
080002 Glass & Glazing	080002-002-0	Frameless Mirror Product Data	A&GC		09/01/2021					Consultant, Arch	28
080002 Glass & Glazing	080002-003-0	Frameless Mirror Shop Drawings	A&GC		09/01/2021					Consultant, Arch	28
080002 Glass & Glazing	080002-004-0	Insulating Glass Product Data	A&GC	09/01/2021	09/01/2021					Consultant, Arch	28
080002 Glass & Glazing	080002-005-0	Clear Tempered Safety Glass Product Data	A&GC	09/01/2021	09/01/2021					Consultant, Arch	28
080002 Glass & Glazing	080002-006-0	Glazing Tape Product Data	A&GC		09/01/2021					Consultant, Arch	28
090002 Tile	090002-005-0	Floor Setting Material Product Data	Pavilion		09/13/2021					Consultant, Arch	16
090002 Tile	090002-006-0	Waterproofing & Crack Suppression Product Data	Pavilion		09/13/2021					Consultant, Arch	16
090002 Tile	090002-007-0	Wall Setting Material Product Data	Pavilion	09/13/2021	09/13/2021					Consultant, Arch	16
090002 Tile	090002-008-0	Grout Product Data	Pavilion		09/13/2021					Consultant, Arch	16
090002 Tile	090002-009-0	Mud Set Material Product Data	Pavilion		09/13/2021					Consultant, Arch	16
092116 Gypsum Wallboard	092116-001-0	Cold Formed Metal Framing & Accessories Product Data	Baystate Drywall	09/14/2021	09/14/2021					Consultant, Arch	15
092116 Gypsum Wallboard	092116-002-0	Sill Seal Product Data	Baystate Drywall		09/14/2021					Consultant, Arch	15
092116 Gypsum Wallboard	092116-003-0	Firestopping Product Data	Baystate Drywall	09/14/2021	09/14/2021					Consultant, Arch	15
092116 Gypsum	092116-004-	GWB Product Data	Baystate		09/14/2021					Consultant	15

Report By: Bradford Donovan

Report Type: Open Items

Date: 9/29/2021

Project: Woburn Fire Headquarters

Total Items: 31

Log: Submittal

Days Open Calculated by: Calendar Days since date Initially Created

<u>Section</u>	<u>Item#</u>	<u>Description</u>	<u>Supplier or Manufacturer</u>	<u>Date from Subcontractor</u>	<u>Date from GC</u>	<u>Review by Consultant</u>	<u>Review by Architect</u>	<u>Return to Subcontractor</u>	<u>Action</u>	<u>B-I-C</u>	<u>Days Open</u>
Wallboard	0		Drywall							nt,Arch	
092116 Gypsum Wallboard	092116-005-0	Exterior Gypsum Sheathing Product Data	Baystate Drywall		09/14/2021					Consultant,Arch	15
092116 Gypsum Wallboard	092116-006-0	Compound, Tape, & Accessories Product Data	Baystate Drywall		09/14/2021					Consultant,Arch	15
092116 Gypsum Wallboard	092116-007-0	CFMF Shop Drawings	Baystate Drywall		09/17/2021					Consultant,Arch	12
114000 Kitchen Equipment	114000-005-0	2.05-5 Pre Rinse Spray with Faucet Product Data & Cut Sheet	Boston Showcase		09/14/2021					Consultant,Arch	15
114000 Kitchen Equipment	114000-006-0	2.05-6 Undercounter Dishwasher Product Data & Cut Sheet	Boston Showcase		09/14/2021					Consultant,Arch	15
114000 Kitchen Equipment	114000-007-0	2.05-8 Exhaust Hood Product Data & Shop Drawings	Boston Showcase		09/14/2021					Consultant,Arch	15
114000 Kitchen Equipment	114000-008-0	2.05-11 Range Product Data & Cut Sheet	Boston Showcase		09/14/2021					Consultant,Arch	15
114000 Kitchen Equipment	114000-009-0	2.05-14 Microwave Product Data	Boston Showcase		09/14/2021					Consultant,Arch	15
114000 Kitchen Equipment	114000-010-0	2.05-17 Outdoor Grill Product Data & Cut Sheet	Boston Showcase		09/14/2021					Consultant,Arch	15
114000 Kitchen Equipment	114000-011-0	2.05-18 Undermount Sink Product Data & Cut Sheet	Boston Showcase		09/14/2021					Consultant,Arch	15
124813 Mats	124813-001-0	Interior Grilles Product Data	JC Floors		09/17/2021					Consultant,Arch	12
124813 Mats	124813-002-0	Interior Mats Product Data	JC Floors		09/17/2021					Consultant,Arch	12
260001 Electrical	260001-013-0	Light Pole Bases Shop Drawings	Brothers Electrical	09/20/2021	09/20/2021					Consultant,Arch	9
260943 Network Lighting Control System	260943-001-0	Network Lighting Control System Package	Brothers Electrical	09/13/2021	09/13/2021					Consultant,Arch	16



## Change Request Log by Status

G & R CONSTRUCTION, INC

Date: 9/28/2021

### 21-005 Woburn Fire Headquarters

Number	Date	Description	Amount	Change Order
<b>Not Issued</b>				
4	8/31/21	(Unit Pricing) Foundation Excavation Changes		On-Going Tracking
6	6/29/21	(Steel Delay) Extension of Time Request		
15	9/21/21	(PR #006) Revision to Trench Drain Venting at Apparatus Bay		Pricing
16	9/28/21	(FO #011) Seat Angle at Column F.5 thru 14.9		Reviewing w/ Subs
17	9/28/21	(FO #012) Refrigerator Swap at Support Building Office		No Cost Change - Void
18	9/28/21	(PR #007) Miscellaneous Revisions to GWB Scope		Reviewing w/ Drywall
19	9/28/21	(FO #014) Shift Windows & Roof Ladder at Kitchen & Dining		Reviewing w/ Subs
	207			
<b>Not issued Total</b>			<b>0.00</b>	
<b>Submitted</b>				
7	8/19/21	(PR #002 and CCD #003) Additional Municipal Fire Alarm Conduit	13,194.51	Awaiting Electrician respons
8-R1	9/22/21	(PR #003) Additional Floor Box at Conference Room 123	2,768.82	Reviewing Design Team Comme
10	9/28/21	Radio Tower Foundation Change	3,087.18	will remove markup
11	8/24/21	(PR #004) Site Utility Revisions	1,335.25	APPROVED
12	9/3/21	(FSB Electrical Re-bid) Generator Rental for Trailers - Additional Months	2,765.90	Moved to CR-14
13	9/27/21	(PR #005) Venting Changes at O/S	9,308.74	Reviewing Design Team Comm
14	9/17/21	(Protest) Utility Company Costs for New Pole & Additional Months of Generator Rental	11,128.91	Brothers to remove claim
<b>Submitted Total</b>			<b>43,589.31</b>	
<b>Approved</b>				
1	6/22/21	FSB Electrical Re-bid (For Owner Issued CO)	72,000.00	1
2	6/22/21	FSB HVAC Re-bid (For Owner Issued CO)	77,000.00	2
3	8/31/21	(FSB Electrical Re-bid) Generators for Trailer Temp. Power	1,514.66	3
5	6/29/21	(PR #001) Move Temporary Construction Fence	1,816.60	3
<b>Approved Total</b>			<b>152,331.26</b>	
<b>Voided</b>				
9	8/16/21	(FO #005) Backfill at Sanitary Line at Grid Line 17 - Flowable Fill		
<b>Voided Total</b>			<b>0.00</b>	
			Original Contract Amount:	17,647,000.00
			Approved Contract Changes:	152,331.26
			Revised Contract Amount:	17,799,331.26
			Pending Contract Changes:	43,589.31

Report By: Bradford Donovan

Report Type: Open Items

Date: 9/29/2021

Project: Woburn Fire Headquarters

Total Items: 1

Log: RFI

Days Open Calculated by: Calendar Days since date Initially Created

<u>Category</u>	<u>Item#</u>	<u>Description</u>	<u>Date from Subcontractor</u>	<u>Date from GC</u>	<u>Review by Consultant</u>	<u>Review by Architect</u>	<u>Return to Subcontractor</u>	<u>B-I-C</u>	<u>Days Open</u>
Architectural, Structural	038B	Joist Bearing Clarification - Follow Up	09/28/2021	09/28/2021				Consultant, Arch	1



# **Pre-Installation Meeting Minutes**

## **Woburn Fire Headquarters**

**731 Main Street, Woburn, MA 01801**

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**Meeting Date / Time:** September 29, 2021  
**Location:** Job Trailer/Remote Conference Call

**Meeting Topic:** **Structural Steel Pre-Installation**

**Introductions/Responsibilities:**

- |                                  |                        |
|----------------------------------|------------------------|
| • Woburn Fire Department         | Owner                  |
| • G&R Construction               | General Contractor     |
| • RJ Pelchat                     | Sitework Contractor    |
| • Dinisco Design                 | Architect              |
| • Foley, Buhl, & Roberts Assoc.  | Structural Engineer    |
| • Municipal Building Consultants | Owners Project Manager |
| • UTS                            | Testing Agency         |
| • Sky Structures                 | Steel Supplier         |
| • Remington Steel                | Steel Erector          |

**Attendees:**

Donald Kenton – Woburn Fire Department  
Ian McCallion – G&R Construction  
Dave Bacchiochi – G&R Construction  
Brad Donovan – G&R Construction  
Rick Rice – Dinisco Design  
Anne Woodacre – Dinisco Design  
Steve Belanger – Foley, Buhl, & Roberts Assoc.  
Rachel Blandford – Foley, Buhl, & Roberts Assoc.  
Pat Saitta – Municipal Building Consultants  
Dick Murphy – Municipal Building Consultants  
Kevin Van Hecke – UTS  
Danny Savoie – Sky Structures  
Wayne MacPherson – Remington Steel

**Onsite Restrictions / Requirements:**

- The Clerk and/or G&R needs to be notified two days in advance for scheduling testing agencies, if required on Site.
- All deliveries are required to be scheduled with the G&R Superintendent 2 days in advance. Unscheduled deliveries will be turned away. Site will be prepared to receive steel.
- No idling trucks are allowed on Main Street or the surrounding roads. Absolutely no overnight parking on Town Streets, job site, or adjacent private parking lots. If drivers are coming the night before/early morning, accommodations need to be made by Sky to adhere to these requirements.
- The Town of Woburn does not allow construction noise prior to 7am. This includes idling cranes, lulls, and trucks.
- **There is designated subcontractor parking onsite.** Parking plans will be provided to all contractors prior to the start of their work if overflow parking is required.

**Submittals:**

- Anchor Bolt Shop Drawings – AAN
- Structural Steel Shop Drawings – Sequence 1 – Revise and Resubmit
  - Through plates required at brace connection to columns
  - Confirm elevation for operable partition support – G&R confirmed in RFI #010
  - Sequence 1 has been resubmitted reflecting these comments.
- Structural Steel Shop Drawings – Sequence 2 – Revise and Resubmit
  - Through plates required at brace connection to columns
  - Relieving angle detail to be resubmitted based on comments.
  - Steel indicated to receive intumescent shall not be shop primed.
  - Note changes in Field Order 009, clarifying relieving angles in brick piers.
- Structural Steel Shop Drawings – Sequence 3&4 – Revise and Resubmit
  - Coordination comments regarding HVAC openings – provided
  - Finish clarifications provided
  - Plates & thermal pads to extend down to laterally support relieving angle at multiple locations.
  - Note changes in Field Order 011, adding loose lintel bearing angles.
- Structural Steel Shop Drawings – Sequence 5 – Revise and Resubmit
  - Finish clarifications provided
- Structural Steel Shop Drawings – Sequence 6 – Revise and Resubmit
  - Plates & thermal pads to extend down to laterally support relieving angle at multiple locations.
  - Finish clarifications provided
- Structural Steel Shop Drawings – Sequence 7 – Revise and Resubmit
  - Through plates required at brace connection to columns
  - Finish clarifications provided

- G&R to confirm HVAC openings & roof hatch opening
- Multiple comments regarding CMU anchorage
- Structural Steel Calculations – Approved as Noted
- Steel Decking & Steel Joist Shop Drawings – Revise and Resubmit
  - Multiple comments on bearing detail and layout.
  - RFI's submitted in response.
- Quality Control Manual – **Forthcoming**
- Formalized Sequencing Plan – **Forthcoming based on schedule discussions.**
- **Anchor Bolt Asbuilt – Survey was completed, will submit for record.**

**Questions / Issues / RFI's / Field Orders:**

- RFI 004 – Grade 50 Anchor Bolts – Closed
- RFI 006 – Base Plate at MF/M3 – Closed
- RFI 010 – Steel Elevation at Operable Partition – Closed
- RFI 020 – Relieving Angle Mounting Detail – Closed
- RFI 021 – Column Splice at Training Tower – Closed
- RFI 022 – Outrigger at J/17 – Closed
- RFI 025 – Venting Requirements at Steel Deck – Closed
- RFI 033 – HP1 & HP2 Steel Support – Closed
- RFI 034 – Fire Pole Location – Closed
- RFI 038 – Joist Bearing Clarification – Closed
- RFI 038B – Joist Bearing Clarification – Follow Up – **Closed**
- Field Order 007 – Stair Tower Wind Girt Elevation
- Field Order 009 – Bar at Reliving Angle at “Brick Piers”
- Field Order 011 – Seat Angle at Column F.5/14.9

**Subcontractor Coordination:**

- Primary trade coordination for steel operations is between G&R Construction and Remington Steel. All deliveries and scheduling will be done through G&R Construction.
- Sky Structures to ensure drivers can get to the site in a safe and timely manner. It is required that all trucks take exit 53 off I-95 to avoid back roads and the congested downtown. Exit 53 is almost directly adjacent to the site, a travel plan will be included with the parking plan.
- The sequence plan is attached for reference. The finalized order of sequences will be confirmed by Sky based on coordination with G&R. **It is confirmed that Sequence 4 will be the first sequence.**

#### **Quality Control Concerns / Specification Requirements:**

- Corrective action will be coordinated through G&R, Remington, and MBC as required. MBC will notify the testing agency of all corrective action. A drawing showing details of the proposed corrective work is required for review by the design team prior to any work taking place.
- Structural steel elements with fabrication errors or not within tolerance limits shall not be used. The elements can be corrected if approved by the design team.
- Deficient welds shall be cut/ground down to sound material and rewelded.
- Deficient assemblies shall be taken apart, corrected, and reassembled using new materials as required.
- **Bolts that cannot be mechanically fastened and are hand tightened are to be clearly marked as such.**
- **Components that tie into CMU Shear Walls are to remain braced until the CMU work is complete.**

#### **Testing & Inspection Requirements:**

- Testing to be scheduled at least 2 days in advance to give UTS adequate time to schedule manpower. G&R and Remington will coordinate, MBC will notify UTS. – **G&R will set up a binder in the office for all UTS inspections and reports.**
- Testing agency will be provided safe, unimpeded access to all scopes of the work as requested.
- All material under this scope is subject to inspection in the mill, shop, or field by the design team and/or a qualified 3<sup>rd</sup> party inspector.
- Welding work **OTHER THAN** moment connections will be inspected by visual, magnetic particle, radiographic, or ultrasonic methods – whichever is most effective.
- Welding work at moment connections will be tested 100% by either ultrasonic or by radiography.
  - If an individual welder has less than a 5% failure rate through a minimum 40 inspected welds, the non-destructive testing rate may be reduced to 25% for that individual welder.
- Bolts will be visually inspected as directed by the architect or engineer. All bearing (type N) bolts shall be fully tightened. Slip critical (Type SC) bolts shall be fully tensioned.
- 2 Shear connector studs shall be welded at the start of each production period to determine correct settings of generator and welder. These studs shall be capable of being bent 45 degrees from vertical without weld failure.
- Studs that do not receive a full weld after visual inspection shall be struck with a hammer to 15 degrees from vertical, studs remaining in place shall be accepted. Studs that fail under this test should be replaced.
- All steel deck fastening will be visually inspected, fastening should adhere to the requirements laid out in 053100-3.02 based on the applicable material.
- **Sky Structures will provide fabricator information so that UTS may coordinate a plant visit. The fabricator being used is Acier Fortin, further information will be provided to the design team.**
- **There should be a plan available showing exact layout of shear studs for UTS inspection.**
- **G&R to notify FBRA and Design Team when the first sequence is complete and can be accessed safely for a walk through.**

#### **Material Handling:**

- Sky Structures to review sequences and advise on a rough delivery schedule.
- Material laydown area will be as directed, this will be coordinated between G&R Construction, Remington Steel, and RJ Pelchat.
- Review of proposed crane staging area.
- Material must arrive via exit 53 from I-95. This exit is almost directly adjacent to the site. A parking plan and travel plan will be provided prior to the mobilization of steel.

**Safety Concerns:**

- Erectors safety manual, OSHA cards, training certifications etc. shall be provided to G&R prior to the commencement of this work
- Crane certifications, operator license, and cut sheet of crane shall be provided to G&R prior to the commencement of this work.
- Ironworker tie off requirements: Over 15' up to 30' - 1926.760(b)(3)
- Concrete must attain 75% of the design strength before steel erection begins – 1926.752(a-b)
- Cable guardrail to be installed at upper level SOD areas immediately following decking placement.
- No other trades can be working in the erection zone.

**Scheduling / Phasing Milestones:**

- 10/25 – Erection of primary steel begins
- 11/1 – Joists and decking begin
- 12/10 – Erection complete
- Precast planks will be installed in conjunction with work, in early November.